

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Invitations, Envelopes and Inserts

as requisitioned from the U.S. Government Printing Office (GPO) by the

United States Senate

Single Award

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on August 30, 2000.
BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2000 and ending September 30, 2001, plus two optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 160-kilometer (100-mile) radius of zero milestone Washington, DC.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call Everett W. Squires (202) 512-0310 (No collect calls).

SECTION 1. GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. May 99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level I.
- (b) Finishing (item related) Attributes -- Level I.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera Copy, die.

P-9. Standard Matching System.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 3 years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be periodically adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract. There will be no price adjustment for orders placed during the first period specified below.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to September 30, 2001, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment is the percentage variation between Index averages as specified in this paragraph. An index called the variable mean index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the adjustment period. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2000, called the base mean index. The percentage change (plus or minus) of the variable mean index from the base mean index will be the economic adjustment for the period being considered for adjustment.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001, plus any such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" daily for purposes of the contract, when it is either deposited in the U.S. Postal Service or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of invitations, envelopes and inserts requiring such operations as film making, printing/engraving; precision cutting; packaging; labeling and distribution.

TITLE: The Leader's Lecture Series.

NUMBER OF ORDERS: Approximately 4 orders per year.

FREQUENCY OF ORDERS: There is no way at this time to determine the frequency that orders will be placed during the term of the contract. Unequal quantities of invitations, envelopes and inserts may be ordered occasionally. An occasional order may be issued for envelopes only.

QUANTITY: Invitations: Approximately 250 copies per order.
 Envelopes: Approximately 250 copies per order.
 Inserts:Approximately 250 copies per order.

TRIM SIZE: Invitations: 133 x 210 mm (5-1/4 x 8-1/4").
 Envelopes: 140 x 216 mm (5-1/2 x 8-1/2").
 Inserts: 191 x 127 mm (7-1/2 x 5").

GOVERNMENT TO FURNISH: Same size camera copy for invitation, envelope and insert. Department seal on camera copy for invitation is furnished for position only. Sample of a previous printing.

One chrome plated steel combination engraving and embossing die, 48 x 48 x 13 mm (1-7/8 x 1-7/8 x 1/2") to be used for the engraved/embossed gold seal. Die is to be held in contractor's plant throughout the term of the contract.

Envelopes, and stock for the invitations and inserts to be used on this contract will be furnished to the contractor at the beginning of the contract. Additional stock will be furnished to the Contractor as required. Subsequent stock furnished will be in 26 x 40" sheets or similar size sheets. It will be the responsibility of the Contractor to maintain an inventory count and immediately notify the U.S. GPO, Everett Squires, (202) 512-0310, for additional stock when the Contractor inventory of any stock would not be sufficient to produce an order of 250 of any item, so that the schedule requirements of the contract will not be jeopardized. This stock may not be used for any other purpose than fulfilling orders under this contract. Contractor is to hold stock at their facility and utilize as orders are placed. When stock is furnished in full size sheets, 26 x 40" or similar, the contractor is not to cut all the furnished sheets to press size at the same time. The Contractor is to only cut the necessary number of full size sheets as required to fulfill orders as they are placed. Any unused stock for return to the Government will be expected to be full size sheets as originally furnished. The following stock will be made available for contractor pickup immediately after award:

Approximately 800 sheets of - Mohawk Superfine, Soft White Eggshell Finish Cover, basis size 26 x 40", 100 lbs per 500 sheets trimmed to 8-1/4x10-13/16".

1,500 envelopes (open side, side seams with a square gummed flap) - Mohawk Superfine, Soft White Eggshell Finish, basis size 25 x 38", 65-70 lbs per 500 sheets.

Approximately 1,200 sheets of - Mohawk Superfine, Soft White Eggshell Finish Cover, basis size 26 x 40", 80 lbs per 500 sheets trimmed to 8-1/4x10-13/16".

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

The Contractor will be allowed a 10 percent (10%) makeready/spoilage rate for stock used for each item on each order placed. The Contractor will be liable for any spoilage or loss in excess of 10% of the quantities ordered under this contract.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the camera copy, must not print on finished product.

EXHIBITS: The facsimiles of samples shown as exhibit pages A through C are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Contractor will be required to make a single level engraving die for the envelope, and single level engraving dies for each invitation ordered.

FILMS: The contractor must make all films required.

PREAWARD TEST: Within 5 workdays after notification that a bidder is in line for award, the bidder will be furnished with one chrome plated steel combination engraving and embossing die, 48 x 48 x 13 mm (1-7/8 x 1-7/8 x 1/2") and enough invitation stock to produce a minimum of 10 die-strikes of the engraved/embossed gold seal that appears on the invitation.

Each sample shall be approximately 133 x 210 mm (5-1/4 x 8-1/4") and all samples must be of the kind and quality required by the specifications. Submit samples to: U.S. Government Printing Office, 44 H Street NW, Central Receiving, Room C-170A, Washington, DC. M/F: CMPD, Room C-730, Attn: Gary Ford (512-0224). The package and accompanying documentation shall be marked PREAWARD TEST SAMPLES, and shall include the program number.

Samples will be inspected for quality and compliance with specifications. The samples must be submitted within 3 workdays after notification to test to allow sufficient time for Government inspection of the samples.

The Government will approve, conditionally approve, or disapprove the samples within 3 workdays of the receipt thereof. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect any additional samples required.

In the event compliance with the specifications cannot be demonstrated by the prospective contractor he/she shall be declared nonresponsible.

All costs incurred in the Preaward test shall be borne by the contractor.

STOCK/PAPER: Furnished by the Government.

Invitations - Mohawk Superfine, Soft White Eggshell Finish Cover, basis size 26 x 40", 100 lbs per 500 sheets.

Envelopes - (Pre-constructed) Mohawk Superfine, Soft White Eggshell Finish, basis size 25 x 38", 65-70 lbs per 500 sheets.

Inserts - Mohawk Superfine, Soft White Eggshell Finish Cover, basis size 26 x 40", 80 lbs per 500 sheets.

PRINTING/ENGRAVING: Invitations - Engraves with line matter in black engraving ink, and a seal engraved/embossed in gold engraving ink. The engraving/embossing of the seal is to be done in two runs through the press, the first run will be to engrave/emboss with gold ink, and the second run (which must be done on the

same press), will be for burnishing. Match Standard Matching System (SMS) PG-101 Pyrite XB Rich Pale Gold ink.

Envelopes -Engraves with three typelines in black engraving ink on the outside of the back flap.

Inserts - Print one-side-only with line matter in black ink.

MARGINS: Margins must be exact. Contractor must follow margins indicated on camera copy that will be supplied with each print order.

PRESS SHEET INSPECTION: Printed/engraved/embossed sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

BINDING: Invitation Cards and Inserts trim four sides.

PACKING: Shrink film wrap each item individually in quantities indicated on print order. Pack in shipping container.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to: U.S. Government Printing Office, 44 H Street NW, Central Receiving, Room C-170A, Washington, DC. M/F: CMPD, Room C-730, Attn: Gary Ford (512-0224).

Upon completion of the contract, all furnished materials (die, unused stock, and remaining envelopes) and films made by the contractor, must be returned to the U.S. Government Printing Office at the address indicated above.

All expenses incidental returning materials and films made by the contractor, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and print order must be picked up from: the U.S. Government Printing Office, 27 "G" Street, NW, Washington DC.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and delivery must be made within 5 workdays after notification of the availability of print order and furnished material. All deliveries to the Government Printing Office must be made by 12:00 noon on the 5th workday.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Printing Office, Contractor Administrator at area code (202) 512-0310. Telephone calls will

only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of delivery. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the first year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)
(a)	4	10
(b)	4	10
(c)	4	10

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period of time will not be considered.

- I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations (including films, engraving dies and shrink-wrapping) necessary for the complete production packing and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
INVITATIONS:		
(a) 133 x 210 mm (5-1/4 x 8-1/4") invitations. Engraved/embossed one side only with black ink and a (gold) seal.	\$ _____	\$ _____
ENVELOPES:		
(b) 140 x 216 mm (5-1/2 x 8-1/2") envelopes Engraved with black ink	\$ _____	\$ _____
INSERT:		
(c) 191 x 127 mm (7-1/2 x 5") inserts Printed one-side only in black ink.....	\$ _____	\$ _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices" initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

EXHIBIT A

INVITATION



*The Honorable Trent Lott
Majority Leader of the United States Senate*

invites you to

The Leader's Lecture Series

with

The United States Senate

on Tuesday, the fifteenth of September

Guest Speaker

Robert C. Byrd

U.S. Senator (and former Majority Leader)

*5:30 pm The Majority Leader's Office
L-230 The Capitol*

*6 pm The Lecture
The Old Senate Chamber*

7 pm Reception

The Mike Mansfield Room

SNIP 202-224-3622

EXHIBIT B

INSERT

United States Senate Leader's Lecture Series

Senator Trent Lott's Lecture Series presents outstanding former Senate leaders and other distinguished Americans to share their insights about the Senate's recent history and long-term practices.

Lectures in this unique series will be delivered in the Capitol's historic Old Senate Chamber to an audience of current Senators and specially invited guests from the executive branch, the diplomatic corps, the media, and private enterprise.

At the end of each Congress, the Senate will publish the collected addresses of this unprecedented living history series to ensure their availability to the widest possible audience.

EXHIBIT C

ENVELOPE

*Office of the Majority Leader
United States Senate
Washington D.C. 20510*